

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>		EFFECTIVE DATE 01/26/2009	NUMBER 03.04.125
SUBJECT MEDICAL EMERGENCIES		SUPERSEDES 03.04.125 (08/07/00)	
		AUTHORITY MCL 333.1032, 333.1033, 750.411, 791.203	
		ACA STANDARDS 4-4203, 4-4351, 4-4389, 4-4390, 2-CO-3B-02, 4-ACRS-2A-07, 4-ACRS-4C-04, 1-ABC-4E-28, 1-ABC-4E-29	
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**POLICY STATEMENT:**

Employees shall provide appropriate and timely response to medical emergencies consistent with the employee's training and the use of standard (i.e., universal) precautions.

**RELATED POLICY:**

04.06.110 Deaths: Natural, Accidental, Suicide, Homicide

**POLICY:**

GENERAL INFORMATION

- A. Central Office, each Correctional Facilities Administration (CFA) facility, and each Field Operations Administration (FOA) facility and field office shall have available first aid kits and cardiopulmonary resuscitation (CPR) emergency kits in standardized locations where they will be readily available to staff. The Administrator of the Bureau of Health Care Services (BHCS) or designee shall identify those items required to be included in the CPR emergency kit; however, the kit shall include at least two resuscitation devices and protective gloves. Each facility head and field office supervisor and, for Central Office, the Manager of the Emergency Services Section in the Operations Division, CFA, shall ensure that staff in their respective areas are notified as to the location of the kits, that the kits are inspected at least quarterly, and that non-serviceable items are replaced immediately.
- B. Uniformed custody staff shall carry the approved resuscitation device and protective gloves while on duty. Staff shall inspect the resuscitation device issued to them at least monthly to ensure that the device is serviceable. Non-serviceable devices shall be reported to supervisory staff and replaced.
- C. Personal protective clothing and equipment shall be available for employee use, inspected, and replaced if unserviceable as specified in the Exposure Control Plan developed pursuant to PD 03.04.120 "Control of Communicable Bloodborne Diseases".
- D. Custody employees in CFA and FOA facilities, and employees in FOA field offices as determined by the FOA Deputy Director, shall be required to attend training in first aid and CPR. Training shall be made available both as a component of new employee training offered pursuant to PD 02.05.100 "New Employee Training Program" and as mandatory training offered pursuant to PD 02.05.101 "In-service Training". BHCS physicians, physician assistants, and nurses also shall be trained in first aid and CPR; dentists, dental hygienists, and dental assistants shall be trained in CPR as part of continuing certification process.
- E. Central Office, each CFA and FOA facility, and other CFA and FOA locations as determined by the CFA or FOA Deputy Director shall have available for use at each worksite at least one automatic electronic defibrillator (AED). On-site supervisors and, for Central Office, Executive Policy Team (EPT) members shall identify staff in their respective areas who shall be trained in the use of an AED. AEDs shall be used only by staff trained in their use. Worksite supervisors and, for Central Office, the Emergency Services Section Manager shall ensure for their respective areas that staff trained in the use of the AED are notified as to its location, that AEDs are inspected at least quarterly, and that non-serviceable AEDs

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are replaced immediately. On-site supervisors and, for Central Office, the Emergency Services Section Manager shall ensure that a list of staff in their respective areas who are trained in the use of an AED is available to all staff at that worksite.

#### MEDICAL EMERGENCIES IN A CFA OR AN FOA FACILITY

- F. Whenever a person in a CFA or an FOA facility is determined to be in need of emergency medical attention, initial staff response to that emergency shall begin immediately but no later than four minutes after discovery. Staff first upon the scene shall ensure emergency medical assistance is summoned. They also shall initiate emergency first aid as they are qualified to provide as soon as possible, unless the victim is clearly deceased. Emergency first aid shall include the appropriate resuscitation technique if the victim has no pulse or is not breathing. Once initiated, emergency first aid shall continue until relief is provided by an emergency medical response team or until a physician, registered nurse, physician's assistant, or nurse practitioner determines emergency first aid may be discontinued or a physician or registered nurse has pronounced the victim dead.
- G. Staff shall observe standard (i.e., universal) precautions whenever blood or other potentially infectious materials are present.
- H. A seriously ill or injured person, unless clearly deceased, shall be transported to an appropriate medical facility as soon as his/her medical condition permits. Movement of a seriously ill or injured person, including mode of transportation, shall be consistent with accepted principles of first aid. PD 04.06.110 "Deaths: Natural, Accidental, Suicide, Homicide" shall be followed if the person is deceased.
- I. The Michigan State Police or other appropriate law enforcement agency shall be contacted if criminal behavior is suspected or whenever personal injuries appear to have been inflicted with a knife, gun, or other deadly weapon. In such cases, staff shall secure the scene and other appropriate areas, using caution to not disturb physical evidence unnecessarily, until otherwise directed by the Michigan State Police or other appropriate law enforcement agency.
- J. Medical emergencies shall be reported in accordance with PD 01.05.120 "Critical Incident Reporting". Prisoner injuries shall be reported using the Prisoner Accident Report form (CSJ-156). Staff injuries shall be reported using the Employee Accident Report form (CSJ-271). All other injuries shall be reported using the Visitor Accident Report form (CAJ-243).
- K. The facility head shall ensure that an immediate investigation of the circumstances surrounding a medical emergency is conducted. The Internal Affairs Division, OSA, shall be contacted as set forth in PD 01.01.140 "Internal Affairs", if appropriate.

#### NOTIFICATION IN CASE OF MEDICAL EMERGENCY

- L. Upon initial hire, each employee shall complete an Emergency Notification form (CAJ-184) and enter this information on the MI HR Employee Self Service database. The employee shall be responsible for updating this information on the MI HR Employee Self Service database whenever there is a change. Supervisors shall have access to this information for employees under their direct supervision for notification purposes in case of an emergency.
- M. If an employee dies at work, or requires medical care or treatment at work and is physically unable to personally notify his/her emergency contact person, a supervisor or, in a CFA or an FOA facility, the facility head or designee shall immediately notify the emergency contact in person or by telephone. When deemed appropriate, local law enforcement may be asked to provide this notification. All attempts by the facility head or designee or supervisor to contact the emergency contact person shall be documented in the employee's Personnel file. Deaths and hospitalizations shall be reported to the Michigan Occupational Safety and Health Administration (MIOSHA) as set forth in the Department's Occupational Safety and Health Manual.

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### Offenders

- N. Each newly committed offender received at a reception facility or at the Special Alternative Incarceration facility (SAI) shall be requested to provide the name and telephone number of a person to be contacted in case of an emergency. Designated staff shall enter this information on the Department's computerized database and document the information on the Basic Information Sheet (CSX-117). The offender shall be responsible for providing the Department with updated information whenever there is a change; designated staff shall enter the updated information on the Department's computerized database and issue and distribute a revised Basic Information Sheet (CSX-117).
- O. The appropriate facility head or designee shall be notified when an offender in a facility dies or, as determined by the appropriate medical practitioner, is seriously or critically injured or becomes seriously or critically ill. In such cases, the facility head shall ensure that attempts are made to immediately notify the offender's emergency contact person by telephone or by certified mail. BHCS staff shall assist in this process upon request. When deemed appropriate, local law enforcement may be asked to provide this notification. All attempts by Department staff to notify the offender's emergency contact person shall be documented in the offender's Record Office file or, in FOA, on the Department's computerized database.

### RELEASE OF INFORMATION

- P. Whenever an emergency contact person is notified pursuant to Paragraph O, appropriate BHCS staff shall ensure that the emergency contact person is kept informed of the offender's treatment and progress subject to PD 03.04.108 "Prisoner Health Information".
- Q. If an offender in a CFA facility is transported off-site to a medical care facility, the location of the facility shall not be released to the emergency contact person or others unless the offender is critically ill, as determined by the appropriate medical practitioner. Visiting shall be permitted for a CFA prisoner only as set forth in PD 05.03.140 "Prisoner Visiting".
- R. Medical information on an offender shall be released only as set forth in PD 03.04.108 "Prisoner Health Information".
- S. Information regarding a medical emergency shall be released to news media representatives in accordance with PD 01.06.130 "Media Relations".

### PROCEDURES

- T. Wardens, in conjunction with the appropriate Regional Health Administrator, and the FOA Deputy Director shall ensure that operating procedures are developed as necessary to implement requirements set forth in this policy directive. Operating procedures shall be completed within 60 calendar days after the effective date of this policy directive. This requirement includes ensuring that their existing operating procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed. Facility procedures shall not conflict with procedures issued by the Director.

### AUDIT ELEMENTS

- U. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: PLC 12/18/08